

# STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE

Insurance Division – Agent Licensing 500 James Robertson Parkway Nashville, TN 37243-1134

Fax: 615 532-2862 615 741-2693 ce.agent.licensing@state.tn.us

# LICENSING REQUIREMENTS FOR PUBLIC ADJUSTERS

Effective July 1, 2007, no person or business entity shall act or hold out as being a public adjuster unless licensed as a public adjuster.

A business entity acting as a public adjuster is required to obtain a public adjuster license. The business entity must designate a licensed public adjuster responsible for the business entity's compliance with the insurance laws, rules and regulations of TN.

#### **General Requirements**

- 1. The applicant is at least eighteen (18) years of age.
- 2. Resides in Tennessee or is eligible for a nonresident license pursuant to 56-6-908.
- 3. The applicant is trustworthy, reliable and of good reputation.
- 4. The applicant is financially responsible to exercise the license, and has provided proof of financial responsibility as required by 56-6-911.
- 5. The applicant maintains an office in the applicant's home state of residence, with public access by reasonable appointment or regular business hours, or both.
- 6. The applicant must pass the public adjuster examination.
- 7. The business entity must designate a licensed public adjuster responsible for the business entity's compliance with the insurance laws, rules and regulations of this state.

### **Application Procedures for Resident Public Adjusters**

- 1. Complete the Uniform Application for Individual Public Adjuster License (attached).
- 2. Schedule your examination and pay the examination fee to Promissor (Phone: (800) 274-4957).
- 3. Submit your application materials and filing fee (\$100.00 made payable to the Tennessee Department of Commerce & Insurance) at the Promissor Testing Center when you sit for your examination.
- 4. TBI/FBI fingerprint-based background checks are required (T.C.A. 56-6-904). See attached fingerprinting information.
- 5. Surety Bond in the amount of \$50,000 (form attached).
- 6. Proof of an Errors and Omissions Policy in the amount of \$500,000.
- 7. You will be issued a license by the Tennessee Department of Commerce and Insurance upon meeting all licensing requirements.

#### **Application Procedures for Nonresident Public Adjusters**

A nonresident may obtain a public adjuster's license if the individual's home state has adopted a public adjuster licensing act, that is substantially similar to TN's.

- 1. Complete Uniform Application Individual Public Adjuster License (attached).
- 2. Filing Fee \$100.00 (payable to Tennessee Department of Commerce and Insurance)
- 3. Letter of Certification from home state or information can be verified through the National Producer Data Base.
- 4. Surety Bond in the amount of \$50,000 (form attached).
- 5. Proof of an Errors and Omissions Policy in the amount of \$500,000.

#### **Application Procedures for Public Adjuster Business Entity**

Business entities operating as a public adjuster in Tennessee must obtain a Public Adjuster Business Entity License.

- 1. Complete Uniform Application for Business Entity Public Adjuster License (attached).
- 2. Filing Fee \$100.00 (payable to Tennessee Department of Commerce and Insurance)
- 3. Business entity must designate a licensed public adjuster responsible for the business entity's compliance with the insurance laws, rules and regulations of TN.

THE TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE MAKES THE FINAL DECISION AS TO WHETHER TO LICENSE ANY APPLICANT UNDER TENNESSEE INSURANCE LAW.

#### **Renewal Information**

A public adjuster license shall remain in effect for a period of two years. Renewal is on the anniversary date of licensure - \$100.00 renewal fee.

A public adjuster who allows the adjuster's license to lapse may, within twelve (12) months from the date of expiration, be issued a new public adjuster license upon the department's receipt of the renewal form. However, a penalty in the amount of double the renewal fee shall be required, and subject to other penalties as provided by law before the license will be renewed.

#### **Continuing Education**

An individual, who holds a public adjuster license, shall satisfactorily complete a minimum of twenty-four (24) hours of continuing education courses, including ethics, reported on a biennial basis in conjunction with the license renewal cycle. The education requirements shall be in addition to any other continuing education requirements required for other professional licenses held by the individuals. Only continuing education courses approved by the commissioner shall be used to satisfy the continuing education requirement.

Nonresident public adjuster licensees who have met the continuing education requirements in their home state and whose home state gives credit to residents of this state on the same basis are not required to complete continuing education in TN.

### FINGERPRINTING INSTRUCTIONS FOR PUBLIC ADJUSTERS

Requests for fingerprint-based background checks must be submitted either through the use of the Tennessee Applicant Processing Services (TAPS) electronic submissions or on paper fingerprint cards at the time of state examination. You may choose either the electronic or paper fingerprint card process.

#### **TAPS**

#### **Tennessee Applicant Background Check Procedures**

(Electronic)

#### 1. Registration

- Call 1-877-862-2425 (24 hours, 7 days a week) to register
- Agency ORI #: TN920560Z (required for registration)

#### 2. Payment

- Call 1-800-964-7690 to submit payment via credit or debit card over the phone
- Go online to www.tnprints.com to submit payment via credit or debit card
- Render payment at the time of service with a Money Order or Cashier's Check made payable to Cogent Services.

#### 3. Fingerprinting

- Wait one day (over night) after you have completed your registration (does not have to be 24 hours)
- Bring a valid driver's license or state issued ID card
- Go to the facility nearest you to be fingerprinted, no appointment necessary (Print locations are available at www.tennessee.cogentid.com)

\*Electronic fingerprinting cannot be done until steps 1 and 2 are completed\*

#### **PROMISSOR**

(Paper fingerprint cards at time of examination)

#### 1. Registration

- When scheduling your examination, you may request fingerprinting if you are choosing the
  paper option on your exam day. You will be required to pay for the fingerprinting process at
  the time of your reservation and given instructions as to other information/fees that are
  required at the test center for further processing.
- Two sets of fingerprints will be taken (TBI and FBI) for a state and federal criminal history record check

#### 2. Payment

- Two separate certified checks or money orders must be attached to your licensing application: \$100.00 payable to the Tennessee Dept. of Commerce and Insurance for your state application filing fee and \$60.00 payable to the TBI for the criminal check. Personal checks will NOT be accepted.
- Processing time for paper fingerprint cards through the TBI may take 4-6 weeks

# Uniform Application for Individual PUBLIC ADJUSTER License

(Please Print or Type)

# Check appropriate box for license requested.

- □ Resident License
- □ Non-Resident License
  - Identify Home State: \_\_\_\_\_\_
  - Identify Home State License #:

|   |                                      |            | Demogra            | phic In    | formatio                      | n         |            |            |                                     |                            |
|---|--------------------------------------|------------|--------------------|------------|-------------------------------|-----------|------------|------------|-------------------------------------|----------------------------|
| Soc. Security Number  |                                      |            | ② If assig         | ned, Natio | onal Produce                  | er Numb   | er (NPN    | I)         |                                     |                            |
|   |                                      |            |                    |            |                               |           |            |            |                                     |                            |
| If applicable, NASD Individual<br>Number  | Central Registration                 | Deposito   | ry (CRD)           | 4          |                               |           | vith a fin | г          | stitution/bank?                     |                            |
|   |                                      |            |                    |            | Ye                            |           |            | No L       |                                     |                            |
| 3 Last Name JR./SR. etc   |                                      | 6 First Na | ame                |            | O <sub>Mi</sub>               | iddle Na  | me         | (month)    | rth<br>(day) (year)                 |                            |
| Residence/Home Address (Physical Physical P | cal Street)                          | 1) P.O.    | . Box              | 1) City    |                               |           | (          | 12 State   | 13 Zip Code                         | 14 Foreign Country         |
| (5) Home Phone Number<br>( ) -  | (16) Gender (Circle )<br>Male Female |            | (17)Are you<br>Yes | a Citizen  |                               | No, of    | which co   | ountry are | you a citizen?) of of eligibility t | o work in the U.S.)        |
| (18) Business Entity Name   |                                      |            |                    |            |                               | •         |            | 11 7 1     | <u> </u>                            |                            |
| (19) Business Address (Physical Stree   | t)                                   | ② P.O.     | . Box              | ②1 City    |                               | @         | ) State    |            | 23 Zip Code                         | Foreign Country            |
| (include extension)   | 26 Business Fax N                    | umber      |                    | 27 Busin   | ness E-Mail                   | Address   | S          |            | 28 Business W                       | eb Site Address            |
| ② Applicant's Mailing Address   |                                      | 30 P.O.    | . Box              | (31) City  |                               | 32        | ) State    | 33 Zij     | p Code                              | 34 Foreign Country         |
| b. List any trade names under wh  | ich you are currently                |            |                    |            |                               | • - 4•    |            |            |                                     |                            |
| 36 List your Insurance Agency Affil   | iations: (Complete on                |            |                    |            | ntity Affil<br>used as an act |           |            | he busine  | ess entity)                         |                            |
| FEIN  | _ NPN                                |            | Name o             | of Agency  |                               |           |            |            |                                     |                            |
| FEIN  | _ NPN                                |            | Name o             | of Agency  |                               |           |            |            |                                     |                            |
| FEIN  | _ NPN                                |            | Name o             | of Agency  |                               |           |            |            |                                     |                            |
|   |                                      |            | Emplo              | yment      | History                       |           |            |            |                                     |                            |
| Account for all time for the past twork, self-employment, military ser  |                                      |            | nt experienc       | e starting |                               | rrent en  | nployer v  | working b  | oack five years.                    | include full and part-time |
|   |                                      |            |                    |            | From<br>Month                 | m<br>Year | Month      | Γο<br>Year | F                                   | osition Held               |
| Name  |                                      |            |                    |            |                               |           |            |            |                                     |                            |
| City State  | Foreig                               | n Countr   | у                  |            |                               |           |            |            |                                     |                            |
| Name  |                                      |            |                    |            |                               |           |            |            |                                     |                            |
| City State  | Foreig                               | n Countr   | У                  |            |                               | - 1       | ı          | 1          |                                     |                            |
| Name City State   | Foreign                              | n Countr   | P\$7               |            |                               |           |            |            |                                     |                            |
| Name State  | Foreign                              | ı Counti   | J                  |            |                               |           |            |            |                                     |                            |
| City State  | Foreign                              | n Countr   | y                  |            |                               |           |            | 1          | 1                                   |                            |
|   |                                      |            |                    |            | I                             |           |            |            | ı                                   | (State Use)                |

# Uniform Application for Individual PUBLIC ADJUSTER License

| Background Information   |     |         |
|--|-----|---------|
| The Applicant must read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.   |     |         |
| 1. Have you ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? "Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations or convictions involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license and juvenile offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendre, or having been given probation, a suspended sentence or a fine. | Yes | No      |
| If you answer yes, you must attach to this application:  a) a written statement explaining the circumstances of each incident,  b) a certified copy of the charging document,  c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment, and   |     |         |
| If you have a felony conviction, have you applied for a waiver as required by 18 USC 1033? N/A Yes No  |     |         |
| If so, was that waiver granted? (Attach copy of 1033 waiver approved by home state.)  N/A Yes No   |     |         |
| 2. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever been involved in an administrative proceeding regarding any professional or occupational license, or registration?  | Yes | No      |
| "Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.       |     |         |
| If you answer yes, you must attach to this application:  a) a written statement identifying the type of license and explaining the circumstances of each incident,  b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and  c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.   |     |         |
| 3. Has any demand been made or judgment rendered against you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Only include bankruptcies that involve funds held on behalf of others.   | Yes | No      |
| If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment, and/or type and location of bankruptcy.  |     |         |
| 4. Have you been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject<br>of a repayment agreement?  | Yes | No      |
| If you answer yes, identify the jurisdiction(s):   |     |         |
| 5. Are you currently a party to, or have you ever been found liable in, any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?  | Yes | No      |
| If you answer yes, you must attach to this application:  a) a written statement summarizing the details of each incident,  b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and  c) a certified copy of the official document, which demonstrates the resolution of the charges or any final judgment.  |     |         |
| 6. Have you or any business in which you are or were an owner, partner, officer or director, or member or manager of limited liability company, ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?  | Yes | No      |
| If you answer yes, you must attach to this application:  a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and  b) certified copies of all relevant documents.   |     |         |
| 7. Do you have a child support obligation in arrearage?  | Yes | No      |
| If you answer yes,  a) by how many months are you in arrearage? b) are you currently subject to a repayment agreement?   | Yes | _Months |
| c) are you currently subject to a repayment agreement? c) are you the subject of a child support releated subpoena/warrant?  | Yes | No      |

# Uniform Application for Individual PUBLIC ADJUSTER License

#### **Applicant's Certification and Attestation**

40 The Applicant must read the following very carefully:

- I hereby certify that, under penalty of perjury, all of the information submitted in this application and attachments is true and complete. I am aware that
  submitting false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of
  the license and may subject me to civil or criminal penalties.
- 2. Where required by law, I hereby designate the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to be my agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner, Director or Superintendent of Insurance, or other appropriate party of that jurisdiction is of the same legal force and validity as personal service upon myself.
- 3. I further certify that I grant permission to the Commissioner, Director or Superintendent of Insurance, or other appropriate party in each jurisdiction for which this application is made to verify information with any federal, state or local government agency, current or former employer, or insurance company.
- 4. I further certify that, under penalty of perjury, a) I have no child-support obligation, b) I have a child-support obligation and I am currently in compliance with that obligation, or c) I have identified my child support obligation arrearage on this application.
- 5. I authorize the jurisdictions to give any information concerning me, as permitted by law, to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- 6. I acknowledge that I understand and will comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure.
- 7. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.
- 8. As part of the resident licensing process pursuant to applicable state law, resident applicant acknowledges that the submission of his or her fingerprint record will be submitted to a secured centralized repository maintained by the National Association of Insurance Commissioners ("NAIC") as authorized by the state insurance department pursuant to a memorandum of understanding between participating state insurance departments and the NAIC. The resident applicant acknowledges the fingerprint record will be stored at the NAIC and transmitted to law enforcement agencies for the purpose of determining Applicant's qualification for licensure. (Applicable only to residents of Alaska)

| Month/Day/Year                     |      |
|------------------------------------|------|
| Original Producer Signature        |      |
| Full Legal Name (Printed or Typed) | <br> |

#### Attachments

(1) The following attachments must accompany the application otherwise the application may be returned unprocessed or considered deficient.

1. For Non-Resident License Applications and unless otherwise noted in the State Matrix of Business Rules, a state will rely on an electronic verification of an Applicant's resident license through the NAIC's State Producer Licensing Database in lieu of requiring an original Letter of Certification from the resident state.

2. Any jurisdiction specific attachments listed in the State Matrix of Business Rules (www.nipr.com).

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# Uniform Application for PUBLIC ADJUSTER Business Entity License

(Please Print or Type)

## Check appropriate box for license requested.

Resident License

| Business Entity Name  |  |  |   | 2  | Incorporati                          | on/Formati   | ion         | (3)FEIN        |   |
|---|--|--|---|--|--------------------------------------|--|-------------|----------------|---|
| <i></i>   |  |  |   |  | ate                                  |  |             | -              |   |
| 1) If assigned, National Pro  | ducer Number (NP#)   |  | ⑤If   | applicable, N  | ASD Firm                             | Central Re   | gistratio   | on Depository  | (CRD) Number  |
| List any other assumed, business or intend to do bus  | fictitious, alias or trade siness.   | names under w  | hich you  | are doing  | ⑦Sta                                 | te of Domi   | cile        | 8 Country      | of Domicile   |
| ) Is the business entity af   | filiated with a financial in   | nstitution/bank  | ?   | Yes [  |                                      | No   |             |                |   |
| Business Address  |  | C  | (1) City  |  |                                      | 12State  | (13) Z      | Cip Code       | Foreign Country   |
| Phone Number ( ) -  | (16) Fax Numl  | per<br>-   | 0   | Business Web   | Site Addre                           | ss 18B   | Business    | E-Mail Addı    | ress  |
|   | failing Address P.O. Box   |  | 21 City   |  |                                      |  | 23 Zip Code |                |   |
| Mailing Address   | E  | P.O. Box   | ② City  |  |                                      | 22 State   | ② Zij       | p Code         | 24Foreign Country   |
| Identify at least one Desi<br>designated/responsible li   | gnated/Responsible Lice<br>censed producer to be an  | <b>Desig</b> nsed Producer n officer, direct   | nated/R<br>(See Ma<br>for or par  | tner of the bu   | Licensed 1 Requirement siness entity | Producer<br>ts at www.l  |             |                | 24Foreign Country or jurisdictions that require th  |
| Identify at least one Desi<br>designated/responsible li<br>Name   | gnated/Responsible Lice<br>censed producer to be an  | Designsed Producer a officer, direct   | nated/R (See Material See Mater    | trix of State I<br>tner of the bu<br>-<br>-                                | Licensed 1 Requirement siness entity | Producer<br>ts at www.l  |             |                |   |
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| Name Vame   | gnated/Responsible Lice censed producer to be an   | Designsed Producer a officer, direct   | nated/R (See Material or particular of particular or parti    | trix of State I tner of the bu  tners, Office                              | Licensed Dequirements entity         | Producer ts at www.l v.)  Pirectors tess entity:   | licensere   |                | or jurisdictions that require th  |
| Name Name Name Name Name Name Name  | gnated/Responsible Lice censed producer to be an   | Designsed Producer a officer, directory of States of Sta | nated/R (See Material or particular of particular or parti    | trix of State I tner of the bu  tners, Office and directors                | Licensed Dequirements siness entity  | Producer ts at www.l  .)  Pirectors tess entity:   | licensere   | egistry.com fo | or jurisdictions that require th  |
| Name  Jidentify at least one Desi  designated/responsible li  Name  Name  Jidentify all owners with  Name  Name | gnated/Responsible Lice censed producer to be an  10% interest or voting in Title  | Designsed Producer a officer, directory of States of Sta | nated/R<br>(See Ma<br>for or par<br>SSN<br>SSN<br>SSN<br>ers, Par<br>, officers   | trix of State I tner of the bu  tners, Office and directors                | Licensed Dequirements siness entity  | Producer ts at www.l v.)  Pirectors tess entity:   | licensere   | egistry.com fo | or jurisdictions that require th  |
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| Name Name Name Name Name Name Name Name   | gnated/Responsible Lice censed producer to be an  10% interest or voting in  | Designsed Producer a officer, directory of the control of the cont | nated/R<br>(See Mater or particular of services of servic | trix of State I tner of the bu  tners, Office and directors                | Licensed Dequirements siness entity  | Producer ts at www.l v.)  Pirectors tess entity:   | licensere   | egistry.com fo | Owner: Yes / No   |
| Name  | gnated/Responsible Lice censed producer to be an  10% interest or voting in  Title  Title  Title  Title  Title               | Designsed Producer a officer, directory of the control of the cont | nated/R<br>(See Mater or particular of particul | trix of State I tner of the bu  tners, Office and directors                | Licensed Dequirements siness entity  | Producer ts at www.l  Pirectors tess entity:   | licensere   | egistry.com fo | Owner: Yes / No   |
|   | gnated/Responsible Lice censed producer to be an  10% interest or voting in  Title  Title  Title  Title  Title  Title  Title | Designsed Producer a officer, director officer, director officer.  | nated/R<br>(See Mater or particular of particul | trix of State I tner of the bu  tners, Offic and directors                 | Licensed Dequirements siness entity  | Producer ts at www.l  Pirectors tess entity:   | licensere   | egistry.com fo | Owner: Yes / No |

| Background Information   |        |
|--|--------|
| 9 Please read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.   |        |
| 1. Has the business entity or any owner, partner, officer or director ever been convicted of, or is the business entity or any owner, partner, officer or director currently charged with, committing a crime, whether or not adjudication was withheld?   | Yes No |
| "Crime" includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations and juvenile offenses. "Convicted" includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendre, or having been given probation, a suspended sentence or a fine.   |        |
| If you answer yes, you must attach to this application:  d) a written statement explaining the circumstances of each incident, e) a certified copy of the charging document, and f) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment   |        |
| 2. Has the business entity or any owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?   | Yes No |
| "Involved" means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, placed on probation or surrendering a license to resolve an administrative action. "Involved" also means being named as a party to an administrative or arbitration proceeding which is related to a professional or occupational license. "Involved" also means having a license application denied or the act of withdrawing an application to avoid a denial. You may exclude terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee. |        |
| If you answer yes, you must attach to this application:  d) a written statement identifying the type of license and explaining the circumstances of each incident, e) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and f) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.  |        |
| 3. Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding?   | Yes No |
| If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.  |        |
| 4. Has the business entity or any owner, partner, officer or director ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement?  | Yes No |
| If you answer yes, identify the jurisdiction(s):   |        |
| 5. Is the business entity or any owner, partner, officer or director a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty?  | Yes No |
| If you answer yes, you must attach to this application:  d) a written statement summarizing the details of each incident, e) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and f) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.   |        |
| 6. Has the business entity or any owner, partner, officer or director ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct?  | Yes No |
| If you answer yes, you must attach to this application:  c) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and  d) certified copies of all relevant documents.   |        |

### **Applicants Certification and Attestation**

- The undersigned owner, partner, officer or director of the business entity hereby certifies, under penalty of perjury, that:
- 1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me and the business entity to civil or criminal penalties.
- 2. Where required by law, the business entity hereby designates the Commissioner, Director or Superintendent of Insurance, or an appropriate representative in each jurisdiction for which this application is made to be its agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner or Director of that jurisdiction is of the same legal force and validity as personal service upon the business entity.
- 3. The business entity grants permission to the Commissioner or Director of Insurance in each jurisdiction for which this application is made to verify any information supplied with any federal, state or local government agency, current or former employer or insurance company.
- 4. Every owner, partner, officer or director of the business entity either a) does not have a current child-support obligation, or b) has a child-support obligation and is currently in compliance with that obligation.
- 5. I authorize the jurisdictions to give any information they may have concerning me to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- 6. I acknowledge that I understand and comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure/registration.
- 7. If required, I have received a Certificate of Good Standing from the jurisdiction's Secretary of State in which I am applying.
- 8. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.

#### Attachments

- (21) The following attachments must accompany the application otherwise the application may be returned unprocessed or considered deficient.
- 3. Nonresident Business Entities must submit a current and original home state certification letter from their resident state.
- 4. Any jurisdiction specific attachments listed in the State Matrix of Business Rules (www.licenseregistry.com).

Must be signed by an officer, director, principal or partner of the business entity:

| Month           | Day      |       | Year |
|-----------------|----------|-------|------|
|                 |          |       |      |
| Signature       |          |       |      |
| Typed or Print  | ted Name |       |      |
| Title           |          |       |      |
| Social Security | y Number |       |      |
| Address         |          |       |      |
|                 |          |       |      |
| City            |          | State | Zip  |

## PUBLIC ADJUSTER BOND

## STATE OF TENNESSEE

| BOND NO   |
|---|
| VNOW ALL MEN DV THESE DDESENTS That   |
| KNOW ALL MEN BY THESE PRESENTS, That,an applicant for or holder of a Tennessee Public Insurance Adjuster's license, whose address is  |
| and   |
| Sealed with our seals and dated thisday of, 20  |
| THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, That, Whereas, the above bounden Principal is now licensed to engage or continue in the business of a Public Insurance Adjuster, in accordance with the provisions of the Insurance Laws of the State of Tennessee and desires to give bond as required by the said laws of the said state.  |
| WHEREAS, the Principal has applied to the Insurance Commissioner of the State of Tennessee for a license as a Public Insurance Adjuster and is required by Title 56, Chapter 6, Tennessee Code Annotated, to give this bond.  |
| NOW THEREFORE, the condition of the above obligation is such, that if the above bounden Principal shall fully account and pay to the person entitled thereto, all funds belonging to such person which may come into the possession of said Principal through insurance transactions under his Public Insurance Adjuster's license while this bond remains in force, and shall conduct his business as Public Adjuster in full compliance with the insurance laws of said state, then this bond shall be void and of not effect; otherwise, to remain in full force and virtue. |
| PROVIDED, That the aggregate liability hereunder for all causes of action arising during the period for which this bond is written shall not exceed the total sum of Fifty Thousand Dollars, (\$50,000) and provided further that this bond may be canceled by the Surety upon the giving of thirty (30) days prior notice to The Department of Commerce and Insurance, except that such notice shall not be effective as to claims arising out of any transactions prior to the effective date thereof.  |
| In WITNESS WHEREOF, The said Principal has hereunto set his hand and seal, and the said Surety has caused these presents to be signed by its duly authorized officers and its corporate seal to be hereto affixed the day and year first above written.   |
| EFFECTIVE   |
|   |
| Principal:  |
| Surety:   |
| Datetj.   |